



**DEPARTMENT OF PUBLIC SAFETY  
INTRA-DEPARTMENTAL CORRESPONDENCE**



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**DATE: JANUARY 26, 2011**

**FROM: ACTING CHIEF ROBERT W. SHILLING** *pk/RWS*

**TO: ALL DPS COMMISSIONED PERSONNEL**

**SUBJECT: DIRECTIVE 2011-01  
ARREST/BOOKING REPORT**

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The purpose of this directive is to provide guidance to all commissioned personnel within DPS in the documenting of Arrest/Bench Warrants and Driving on Revocation 66-8-122G arrests. If these arrests occur while conducting traffic stops, you only need to submit an Arrest/Booking Report. An Offense/Incident Report is no longer required for documenting these types of arrests, unless evidence is seized or use of force is used during the arrest and/or incident. A criminal complaint and/or statement of probable cause will be submitted when an arrest is made for Driving on Revocation 66-8-122G.

If there is any indication the arrestee will possibly file a complaint, an Offense/Incident Report must be generated.

Your attention to this directive is expected and appreciated.

RWS